

DoD FIREFIGHTER PROGRAM REUTILIZATION GUIDE

Scheduled Implementation Date: 22 March 2006

This guide is for Defense Reutilization and Marketing Service (DRMS) Reutilization Firefighter Program (FP) Customers using DRMS as a source of supply, as well as, DRMO personnel working in Reutilization and Receiving (for returned DEMIL items).

AUTHORITY - 10 U.S.C. 2576b, authorizes the Forest Service to manage the DoD firefighting property transfers.

INTERAGENCY AGREEMENT has been entered into by and between the United States Department of Agriculture (USDA) Forest Service, Fire and Aviation Management, Washington Office and the Department of Defense (DoD) under the authority of the Economy Act, 31 U.S.C 1535.

DRMS Shall:

1. The Defense Reutilization and Marketing Service will provide visibility of DoD excess property through a Firefighter Program Web Application, which requires a USER ID and PASSWORD.
2. Process Firefighter Program requisitions in a timely manner
3. Track and report on program's progress
4. Pull MILSTRIPs for automated requests and process to include walk-in requests

The USDA Forest Service Shall:

1. Provide a list of State Forest Service personnel authorized to screen for excess property
2. Provide a list of Forest Service personnel authorized to approve requests
3. Establish controls necessary to account for, manage, use, and dispose of property, which may be further assigned by the STATE to other local cooperators or users in accordance with applicable guidelines.
4. Return DEMIL required property to the nearest DRMO when items are no longer needed.

What you need to know before getting started:

- DoD FP Customers may screen and order during the Accumulation, DoD, and RTD 2 day cycles, as well as, during the Expedited Processing Excess Screening period.
- (Note: USDA FS pre-determined which Federal Supply Classes can be screen and requisitioned (ordered) by FP customers.
 - Federal Supply Codes list are loaded in the DoDAAC Validation Table.
 - Primary DoDAAC is: **H9FD01**
USDA FORESTRY SERVICE
1400 INDEPENDENCE AVENUE SW
WASHINGTON DC 20250

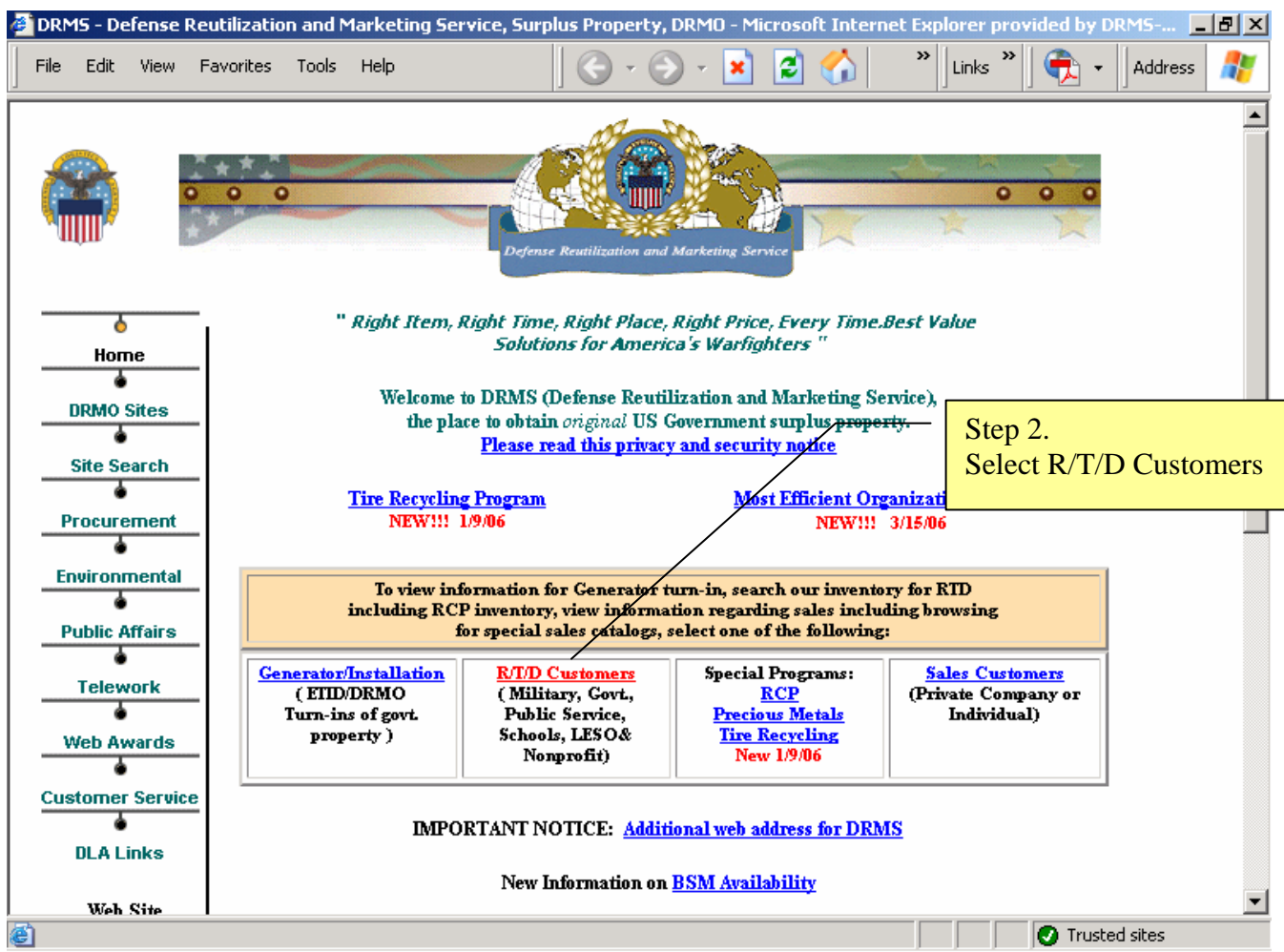
- Each State FS has been provided a unique **Supplementary Activity Address Code (AAC)** (The PMO has the list of Supplementary Addresses)

ALL - SEE SECTION II STEP 6 FOR WALK-IN SCREENING PROCESSING on PAGE 20

FIREFIGHTER PROGRAM STEP BY STEP PROCEDURES:

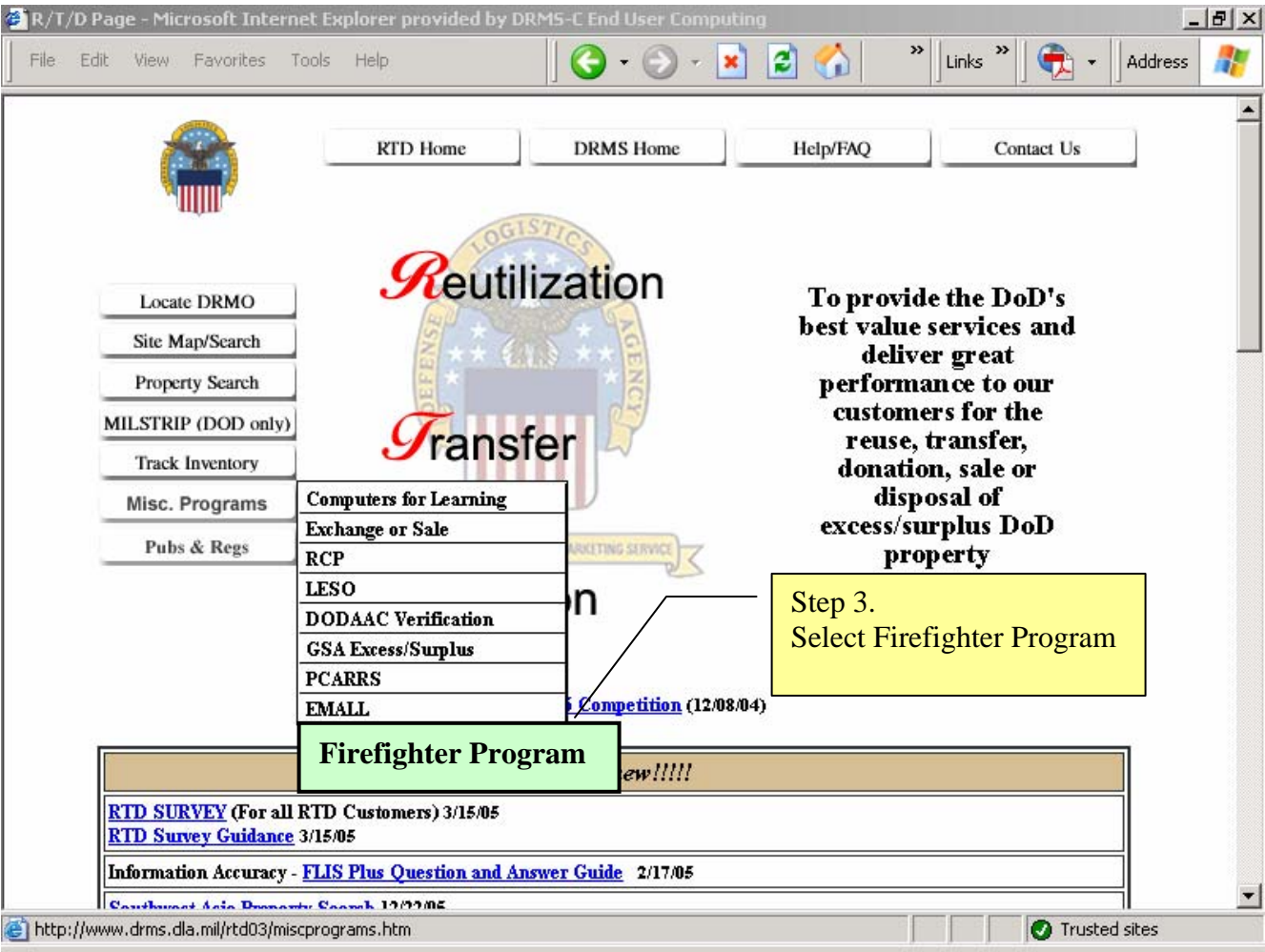
(NOTE: Screen Prints were pulled from the Test Application)

Step 1 – Firefighter Program (FP) Application is accessed through the DRMS Web Site. The path to the application starts from the DRMS home page at <http://www.drms.dla.mil/>



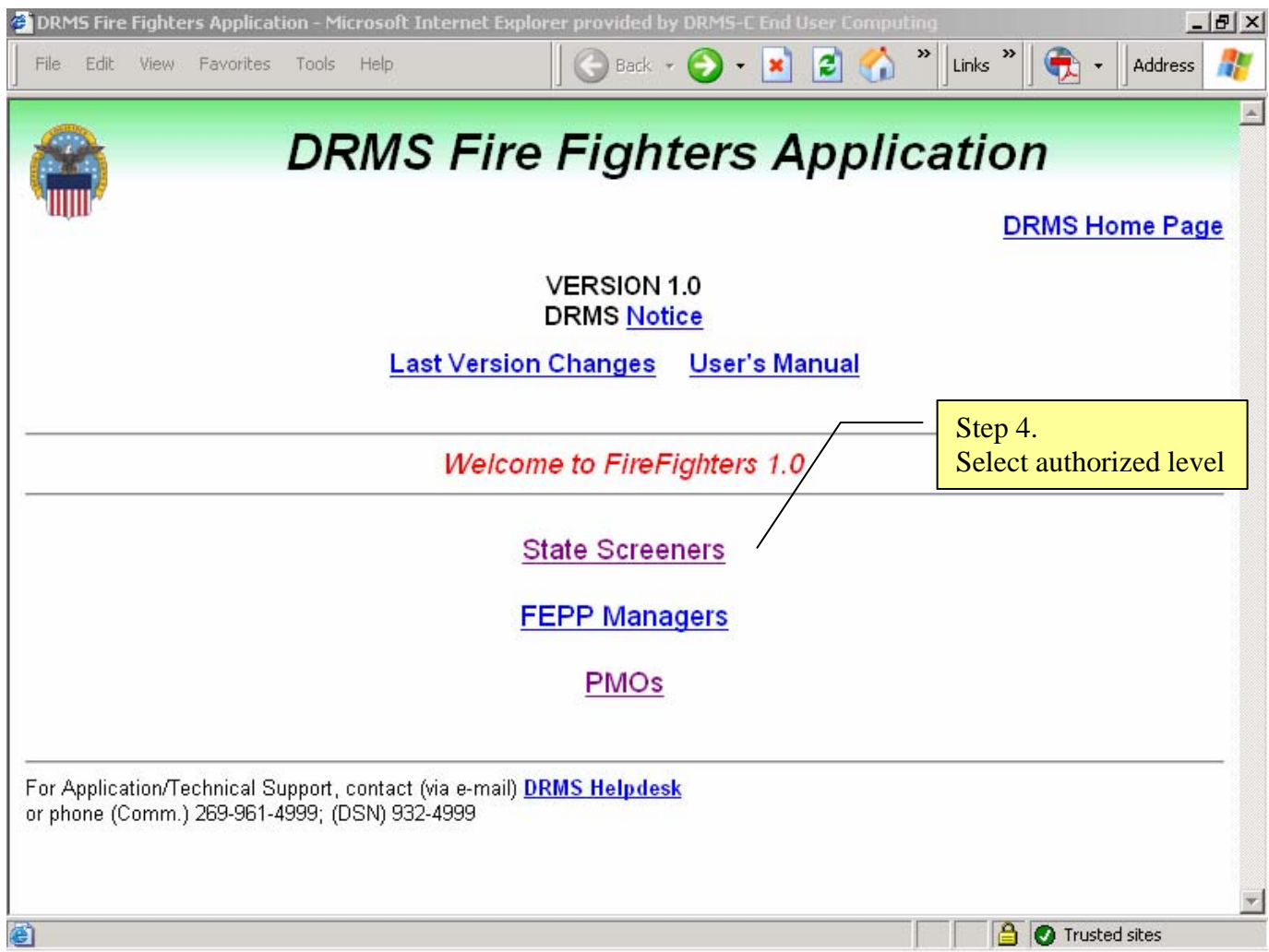
Step 2. The user selects "I am a Military, Government, Nonprofit, or Public Service Agency (Reutilization/Transfer/Donation Customers)."

Step 3. This displays the starting R/T/D page. Along the left border under Reutilization heading is a choice for "Misc Programs". Selecting "Misc Programs" will provide the user to the Firefighter Program Application option.



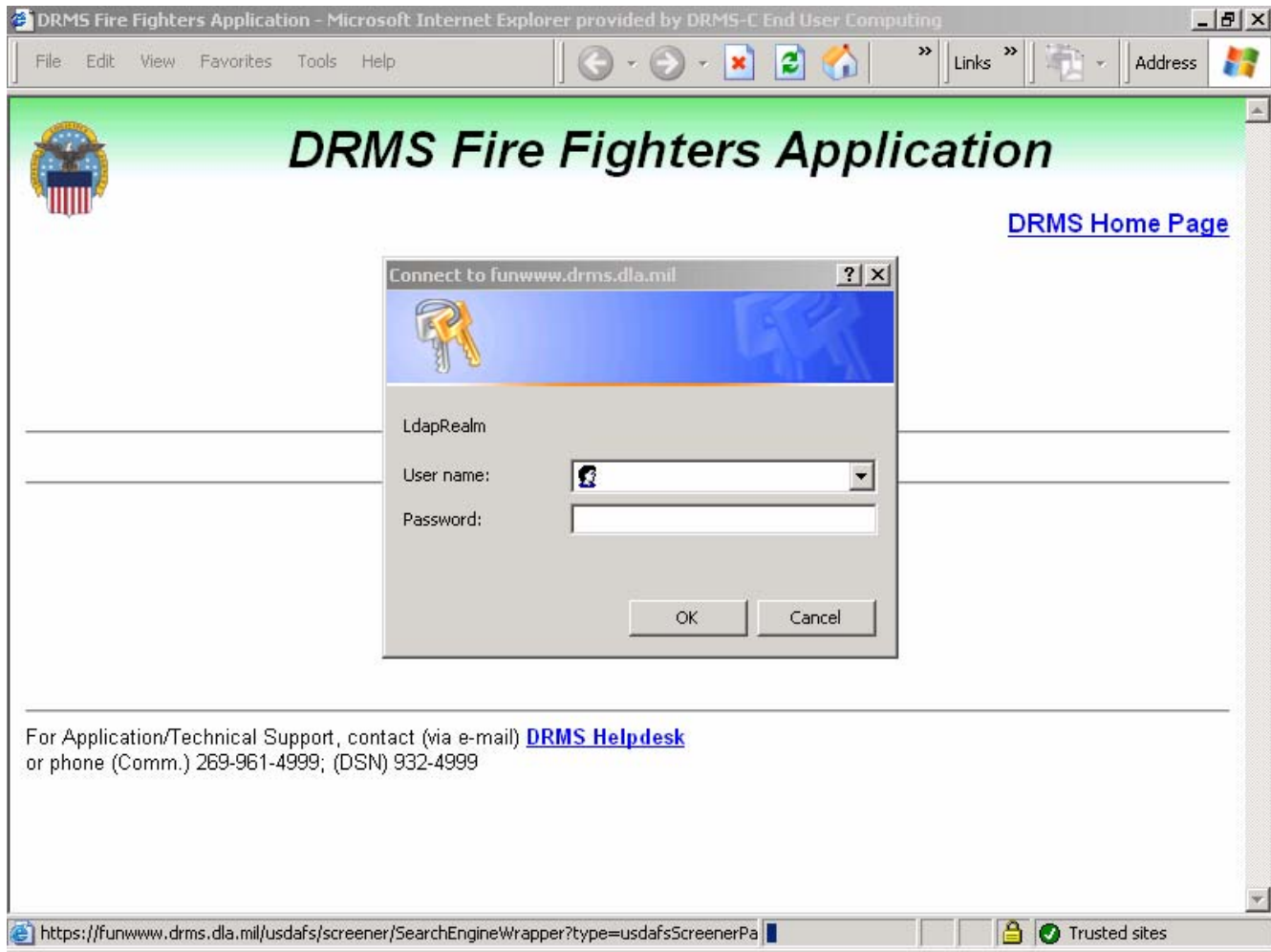
Step 4. The "Firefighter Program Application" page is the starting point for the application. There are three choices for selection on this page:

- Level 1 – Firefighter State Screener and the FEPP Manager
- Level 2 – Property Management Office (Regional)



Selecting one of the three options will prompt the Login Box

Step 5 – Enter your USER ID/PASSWORD

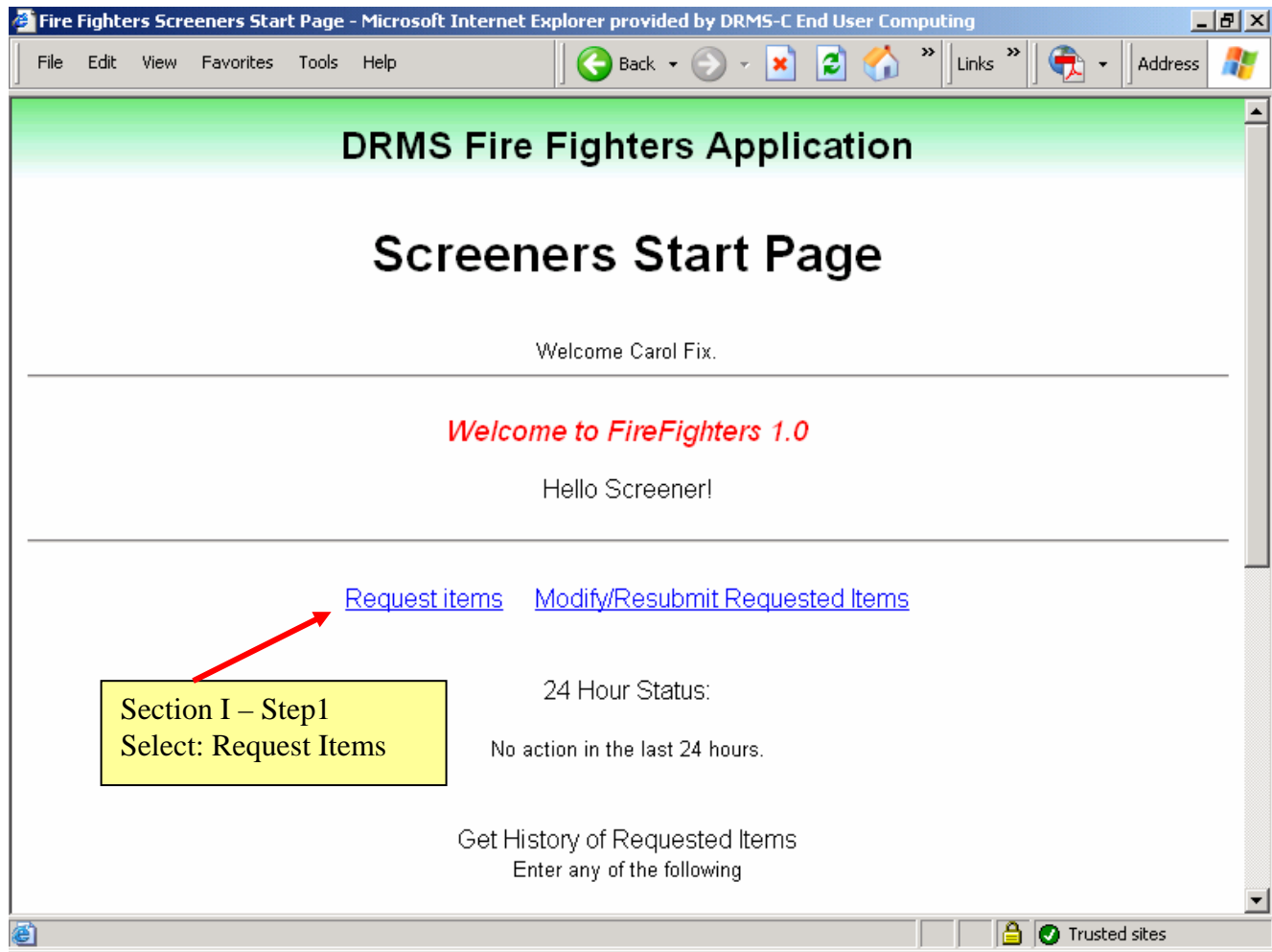


If you do not know your USER ID/Password contact your State FEPP Manager.

The password can be set by the State FEPP Managers using the DRMS function at [DRMS Password Function](#) for the Production System.

SECTION I - STATE SCREENERS

STEP 1 - Screeners may Query the Firefighter Application for available assets



Step 2.

The Screener is provided several query options: FSG, FSC, NIIN, Item Disposal Turn-In-Document Number (DTID), Nomenclature, Condition Code, etc.

The screenshot shows a web browser window titled "USDAFS FireFighters Search Form - Microsoft Internet Explorer provided by DRMS-C End User Computing". The browser's address bar is empty, and the menu bar includes File, Edit, View, Favorites, Tools, and Help. The main content area has a light blue header with the text "USDAFS Fire Fighters Search Form". Below the header is a link "Back to Screeners Page". The search form includes the following fields and options:

- Item Name:** A text input field containing the word "truck".
- Search Options:** Three radio buttons labeled "Includes", "Equals", and "Starts With". The "Includes" option is selected.
- Item DTID:** An empty text input field.
- State:** A dropdown menu showing "MI".
- Supply condition code:** A row of checkboxes labeled A through H, all of which are checked.
- Disposal condition code:** A row of checkboxes labeled 1, 4, and 7, all of which are checked.

At the bottom of the form are two buttons: "Submit Search" and "Clear Form". Below these buttons is a "Help" link with a question mark icon. At the very bottom of the page is a copyright notice: "Copyright © 2006 DRMS. All Rights Reserved." The browser's status bar at the bottom shows "Done" and "Trusted sites".

Hit SUBMIT Search

Step 3 – SCREENER - GET RESULTS and ORDER (MILSTRIP)

Step 7a – Detailed information about an item is available by clicking on the Item Name.

Step 7b – The Screener may add items to a Shopping Cart by clicking on the “Add” option to the left of the Item Name. Note: the Screener may continue with new searches and continue to add to the same Shopping Cart.

Fire Fighters - DRMS PROPERTY SEARCH - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Back Forward Stop Home Links Address

Fire Fighters Requisition Page

[Help](#)

Shopping Cart
Your shopping cart is empty.
[Reload](#)

Search Results
for Name includes "truck"
State = MI
Page # 1
[Show Cart](#)

[Reload](#) [New Search](#) [Revise Search](#) [State Screeners Page](#)

Item Name	Qty avail	Condition Code	Acquisition Value	DRMO Name	DRMO State	DISPOSAL TURN-IN DOCUMENT
Add TRUCK, CARGO	1	HX	\$19,257.00	SELFRIDGE	MI	FE622260610523
Add TRUCK, CARGO	1	HX	\$27,290.00	SELFRIDGE	MI	FE622260610527
Add TRUCK, CARGO	1	HX	\$27,290.00	SELFRIDGE	MI	FE622260610517
Add TRUCK, CARGO	1	HX	\$46,750.00	SELFRIDGE	MI	W81TKG60448000A
Add TRUCK, VAN	1	HX	\$104,733.00	SELFRIDGE	MI	W80X7152790041A
Add TRUCK, WRECKER	1	HX	\$152,340.00	SELFRIDGE	MI	W80X7152700020A

6 items found.

Trusted sites

Step 3a – Detailed information about an item is available by clicking on the Item Name.

Fire Fighters - DRMS PROPERTY SEARCH - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Fire Fighters Requisition Page [Help](#)

State = MI
Page # 1
[Show Cart](#)

[Reload](#) [New Search](#) [Revise Search](#) [State Screeners Page](#)

[Show Cart](#) [Add to Cart](#)

Fire Fighters Item Detail for DTID: FE622260610523

Item Name	TRUCK,CARGO
DRMO Name	SELFRIEDGE
DRMO State	MI
DTID	FE622260610523
NSN	2320014356143
Qty Available	1
Qty on Hand	1
Original Price	\$19,257.00
Unit of Issue	EA
Record Status	L
Code	
Cycle	DOD
Supply Condition	

Item Name	Qty avail	Condition Code	Acquisition Value	DRMO Name	DRMO State
Add TRUCK,CARGO	1	HX	\$19,257.00	SELFRIEDGE	MI
Add TRUCK,CARGO	1	HX	\$27,290.00	SELFRIEDGE	MI
Add TRUCK,CARGO	1	HX	\$27,290.00	SELFRIEDGE	MI
Add TRUCK,CARGO	1	HX			
Add TRUCK,WRECKER	1	HX	\$		

5 items found.

[Reload](#) [New Search](#) [Revise Search](#) [State Screeners Page](#)

Trusted sites

Step3a.
Selecting the Item Name results in a Detail Item description (to the left)

Step 3b. The Screener may add items to a Shopping Cart by clicking on the “Add” option to the left of the Item Name. Note: the Screener may continue with new searches and continue to add to the same Shopping Cart.

Fire Fighters - DRMS PROPERTY SEARCH - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Fire Fighters Requisition Page [Help](#)

State = MI
Page # 1
[Show Cart](#)

[Reload](#) [New Search](#) [Revise Search](#) [State Screeners Page](#)

Shopping Cart
[Reload](#)

Qty	Qty Avail	Product Name
1	1	TRUCK,CARGO Del

[Save Changes](#) [Reset](#)

[Checkout](#)

[Clear Shopping Cart](#)

Item Name	Qty avail	Condition Code	Acquisition Value	DRMO Name	DRMO State
Add TRUCK,CARGO	1	HX	\$19,257.00	SELFRIDGE	MI
Add TRUCK,CARGO	1	HX	\$27,290.00	SELFRIDGE	MI
Add TRUCK,CARGO	1	HX	\$27,290.00	SELFRIDGE	MI
Add TRUCK,CARGO	1	HX	\$46,750.00	SELFRIDGE	MI
Add TRUCK,WRECKER	1	HX	\$152,340.00	SELFRIDGE	MI

5 items found.

[Reload](#) [New Search](#) [Revise Search](#) [State Screeners Page](#)

You can do additional searches.

Fire Fighters - DRMS PROPERTY SEARCH - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Fire Fighters Requisition Page [Help](#)

Search Results
for Name includes "hose"
State = MI
Page # 1
[Show Cart](#)

[Reload](#) [New Search](#) [Revise Search](#) [State Screeners Page](#)

Shopping Cart
[Reload](#)

Qty	Qty Avail	Product Name
1	1	TRUCK

[Save Changes](#) [Reset](#)

[Checkout](#)

[Clear Shopping Cart](#)

Item Name	Qty avail	Condition Code	Acquisition Value	DRMO Name	DRMO State	DISPOSAL TURN-IN DOCUMENT
Add FIRE HOSE 5 INCH	1	F7	\$200.00	SELFRIDGE	MI	W56HZX60582445

1 items found.

[Reload](#) [New Search](#) [Revise Search](#) [State Screeners Page](#)

Step 3b Continued.

Adding items to the Shopping Cart will appear to the left.

The Screener may reset, clear, or checkout of the shopping cart at anytime.

Fire Fighters Requisition Page

[Help](#)

Shopping Cart
[Reload](#)

Qty	Qty Avail	Product Name	
1	1	FIRE HOSE 5 INCH	Del
1	1	TRUCK,CARGO	Del

Search Results
for Name includes "hose"
State = MI
Page # 1
[Show Cart](#)

[Reload](#) [New Search](#) [Revise Search](#) [State Screeners Page](#)

Item Name	Qty avail	Condition Code	Acquisition Value	DRMO Name	DRMO State
FIRE HOSE 5 INCH	1	F7	\$200.00	SELFRRIDGE	MI

1 items found.

Step 3b Continued – The following page appears when you Checkout

Fire Fighters Requisition Completion Form

[Go to Search Page](#) [Back to State Screeners Page](#)

<i>QTY * Required</i>	<i>QTY Avail</i>	<i>Product Name</i>	<i>Request Justification</i>
1	1	FIRE HOSE 5 INCH	
1	1	TRUCK,CARGO	

* You may change quantity to a value less than or equal to the quantity available..

Justification for the request may be entered

Hit Submit when you are ready to forward your request for approval

Step 4 (Final) – The SCREENER will receive a Submitted Requisition notice.

This does not mean the Screener automatically will receive the lines requested. First, the FEPP Manager must approve your request and second, you are competing with other DoD customer for the same items.

Tracking Number	Nomenclature	Quantity	DRMO	DTID
232	FIRE HOSE 5 INCH	1	SELFRIDGE,MI	W56HZX60582445
233	TRUCK,CARGO	1	SELFRIDGE,MI	FE622260610523

2 items were requested.

* You can query the status of your items by using the tracking numbers.

[Back to Screener Page](#) [Back to Search Page](#)

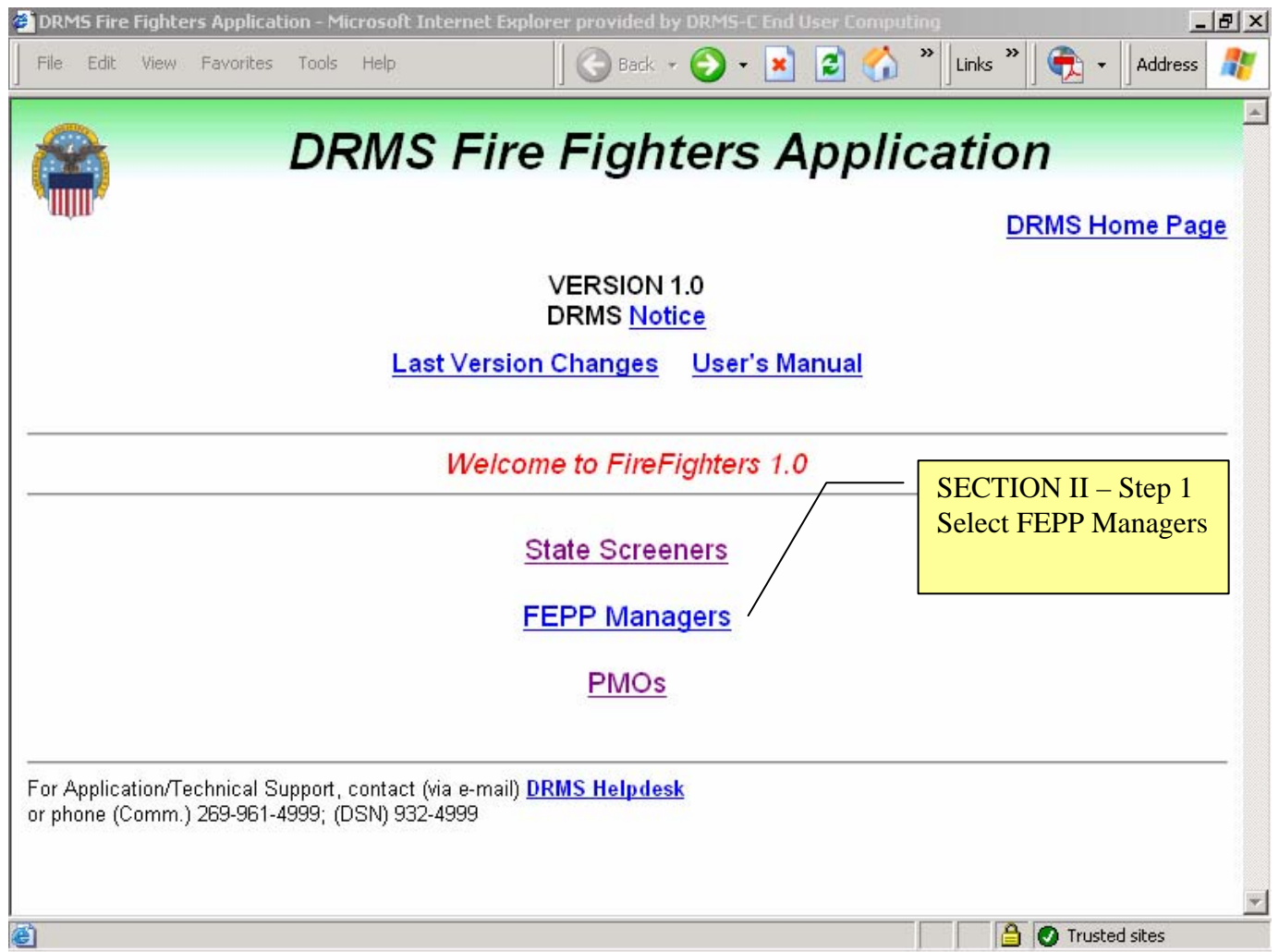
[Help](#) ?

Remember: the Screener may modify his/her request after it has been submitted

Quantity	Comments	Product Name	Request Date	DRMO	DTID	Last Action
1		FIRE HOSE 5 INCH	03/17/2006	SELFRIDGE	W56HZX60582445	Request submitted by Screener.
1		TRUCK,CARGO	03/17/2006	SELFRIDGE	FE622260610523	Request submitted by Screener.

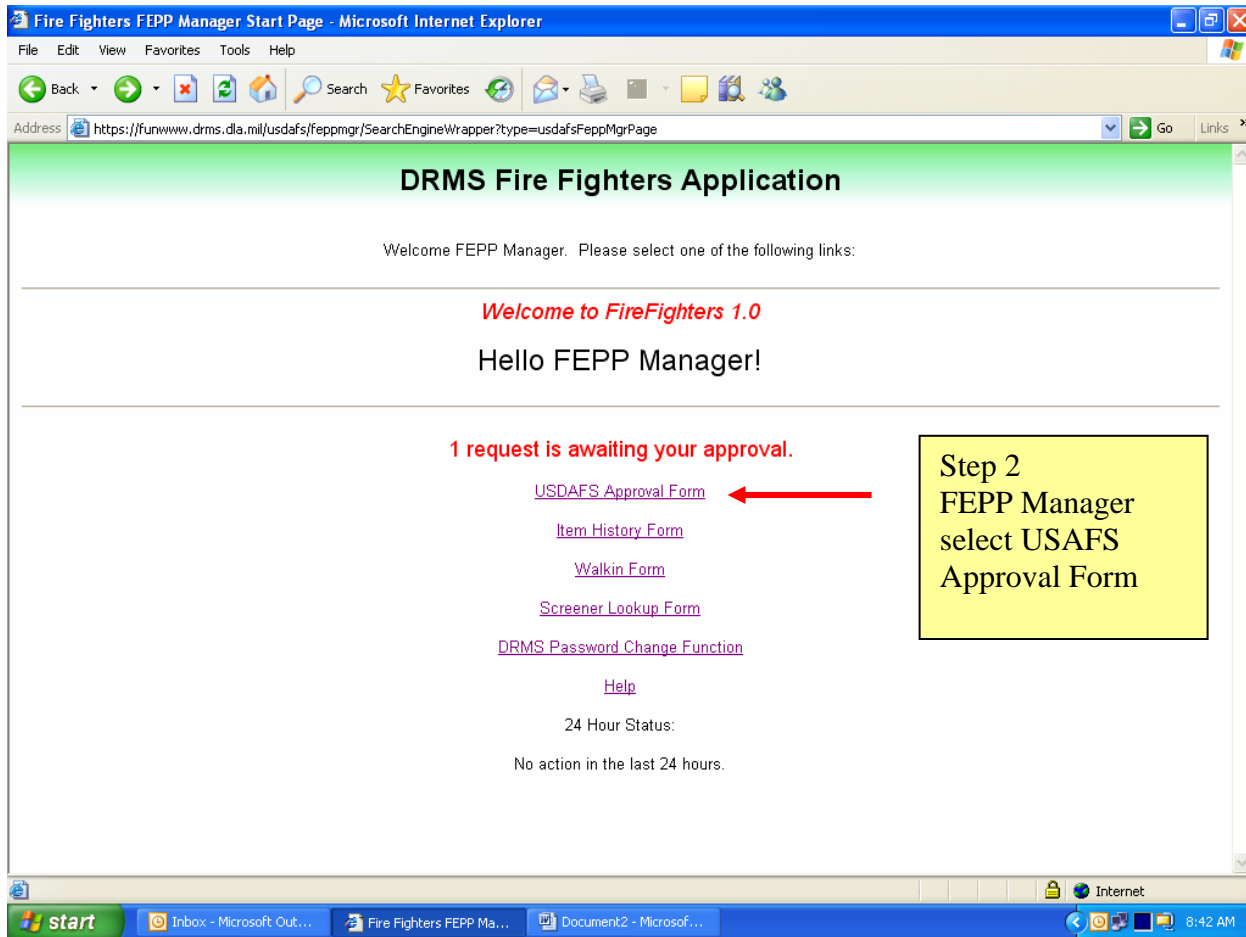
[Back to Screeners Page](#)

SECTION II - Step 1 – FEPP MANAGERS



The FEPP Manager will be required to Login (USER ID/Password)

Step 2. If there are items to approve the screen will indicate how many requests are waiting the FEPP Managers review and approval. In this case there is one request.



Step 3. The FEPP Manager must Approve or Disapprove the Screeners' requests

Fire Fighters FEPP Manager Approval - Microsoft Internet Explorer

Address: <https://funwww.drms.dla.mil/usdafs/feppmgr/usdafsApproval>

DRMS Fire Fighters Application

Fire Fighters FEPP Manager Approval

Quantity	Approve	DTID Product Name NSN	Current Cycle	Days Left	Request Date	Last Action	Agency	RIC	DRMO Name	Condition Code	Item DMIL Code
1	<input type="radio"/> Yes <input type="radio"/> No	M2232260450D01 TRUCK,CARGO 2320011236827	DOD	14	03/15/2006 12:31:28	Request rejected by PMO.	AR Forestry Commission, Greenbrier, AR	SVEA	MECHANICSBURG	H	A

☐ Approve All Items
reject selected items as needed and then select Approve All Items to approve the rest.

[Submit](#) [Reset Form](#)

[Help](#) [DRMO Information](#) [Back to Start Page](#)

The FEPP Manager may approve or disapprove this request by selecting YES or No buttons and then:
Hit Submit

THE FEPP MANAGER WILL GET THIS MESSAGE WHEN REQUEST IS APPROVED:

Fire Fightres Item Approval Update - Microsoft Internet Explorer

Address: <https://funwww.drms.dla.mil/usdafs/feppmgr/usdafsApprovalUpdate>

Fire Fightres Item Approval Update

1 item was updated.
1 approval 0 rejections 0 assignments

[Return to Approval Page](#) [Return to Start Page](#)

The FEPP Manager approvals will process and immediately are available for the PMO review and approval or disapproval.

Step 3 a. continued – The FEPP Manager may DISAPPROVE

Fire Fighters FEPP Manager Approval - Microsoft Internet Explorer

Address: <https://funwww.drms.dla.mil/usdafs/feppmgr/usdafsApproval>

DRMS Fire Fighters Application

Fire Fighters FEPP Manager Approval

Approve	DTID Product Name NSN	Current Cycle	Days Left	Request Date	Last Action	Agency	RIC	DRMO Name	Condition Code	Item DMIL Code	Comments
Yes No	W57LYB60670001A TRUCK TRACTOR 2320000508984	DOD	14	03/17/2006 09:49:42	Request submitted by Screener.	AR Forestry Commission. Greenbrier. AR	SVKD	DULUTH	H	Q	truck is not needed

☐ Approve All Items
Note: check No to reject selected items as needed and then select Approve All Items to approve the rest.

[Help](#) [DRMO Information](#) [Back to Start Page](#)

FEPP Managers may enter comments to explain why a request is disapproved

THE FEPP MANAGER WILL GET THIS MESSAGE WHEN REQUEST IS DISAPPROVED:

Fire Fighters Item Approval Update - Microsoft Internet Explorer

Address: <https://funwww.drms.dla.mil/usdafs/feppmgr/usdafsApprovalUpdate>

Fire Fighters Item Approval Update

1 item was updated.
0 approvals 1 rejection 0 assignments

[Return to Approval Page](#) [Return to Start Page](#)

Confirmation that the disapproval processed

Step 4 – Select **Item History Form** from FEPP Managers Main Page (Enter pertinent data)

Fire Fighters
Fire Fighters History Search Form

Specify any of the following to get a History Report on requested items.

Starting date: in MM/DD/YY format or mnemonic
Ending date: in MM/DD/YY format or mnemonic
DTID:
NSN:
Requisition Number:
Sequence Number:
Screener Id: Or
Last Item Action:

(Enter pertinent data)
This example: option to use Date range only.

RESULTS for Dates: 03/14/2006 to 03/15/2006

Fire Fighters History
Results for Starting date = 03/14/06 and Ending date = 03/15/06
32 items found.

Sequence	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
136	0	AIR PURIFIER	SB420160300017	1	03/14/2006 10:00:24	SELFRIDGE	Request submitted by Screener.	YF0000	Testing...
				1	03/14/2006 10:20:38		Request approved by FEPP Manager.	TUSER	
				1	03/14/2006 10:21:56		Request assigned for PMO approval.		Assigned to TUSER by TUSER
				1	03/14/2006 10:22:00		Request approved by PMO.	TUSER	
137	18	TRUCK TRACTOR	W41NBV60230009	1	03/14/2006 12:32:26	TEXARKANA	Request submitted by Screener.	YF0018	truck will be converted into a firefighting truck.
				1	03/14/2006		Request	RPOGUE	

Selecting Screener ID will provide information about the screener

Step 5 – The FEPP Manager is provided additional search options under the Screen ID or Pick from List. Click on the drop down arrow.

Historical data can be requested on any of the topics below. Don't forget to add a date range.

DRMS Fire Fighters Application

Fire Fighters History Search Form

Specify any of the following to get a History Report on requested items.

Starting date: in MM/DD/YY format or mnemonic

Ending date:

DTID:

NSN:

Requisition Number:

Sequence Number:

Screener Id:

Last Item Action:

Any Action
Request assigned for PMO approval.
Request deassigned for PMO approval..
Request approved by FEPP Manager.
Request rejected by FEPP Manager.
Request cancelled by FEPP Manager.
Request modified by FEPP Manager.
Request rejected by Milstrip.
Request approved by Milstrip.
Request shipped or picked up.
Request cancelled by Milstrip.

Get Item Histories Reset Form

[Back to Start Page](#) [Help](#)

EXAMPLE: REQUEST APPROVED BY FEPP MANAGER

Fire Fighters History

Results for Starting date = 03/01/06 and Ending date = 03/17/06 and Last Item Action = "Request approved by FEPP Manager."

19 items found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
138	MI	130	BOOTS COMBAT	W58DMS60460156	1	03/14/2006 12:43:31	RILEY	Request submitted by Screener.	YF0130	need boots for firemen
					1	03/16/2006 11:53:13		Request approved by FEPP Manager.	TUSER	
139	MI	130	ANTENNA	Z3755060390020	5	03/14/2006 12:43:31	GREAT LAKES	Request submitted by Screener.	YF0130	need antenna for our truck
					1	03/15/2006 13:25:09		Request modified by Screener.		only need 1 of these and requested 5.
					1	03/16/2006 11:53:13		Request approved by FEPP Manager.	TUSER	
140	MI	130	BATTERY,STORAGE	N001646059PH13	2	03/14/2006	CRANE	Request	YF0130	need

EXAMPLE: REQUEST REJECTED BY FEPP MANAGER

Fire Fighters History - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Links Address

Fire Fighters History

Results for Starting date = 03/15/06 and Ending date = 03/17/06 and Last Item Action = "Request rejected by FEPP Manager."

1 item found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
235	AR	18	TRUCK TRACTOR	W57LVB60670001A	1	03/17/2006 09:49:42	DULUTH	Request submitted by Screener.	YF0018	
					1	03/17/2006 09:52:37		Request rejected by FEPP Manager.	RPOGUE	truck is not needed

[Back to History Page](#) [Back to Start Page](#)

Done Trusted sites

EXAMPLE: Walk-in request submitted by FEPP Manager

Fire Fighters History - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Links Address

Fire Fighters History

Results for Last Item Action = "Walk-in request submitted by FEPP Manager."

2 items found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
223	AR	18	TRUCK,CARGO	W31L6Y60130084A	1	03/15/2006 13:57:22	OKLAHOMA CITY	Walk-in request submitted by FEPP Manager.	YF0018	Walkin request inserted for DTID:W31L6Y60130084A
					1	03/15/2006 13:57:22		Walk-in request submitted by FEPP Manager.	YF0018	Walkin request inserted for DTID:W31L6Y60130084A
224	AR	18	TRUCK,CARGO	W31L6Y60130084A	1	03/15/2006 13:57:51	OKLAHOMA CITY	Walk-in request submitted by FEPP Manager.	YF0018	Walkin request inserted for DTID:W31L6Y60130084A
					1	03/15/2006 13:57:51		Walk-in request submitted by FEPP Manager.	YF0018	Walkin request inserted for DTID:W31L6Y60130084A

Done Trusted sites

Step 6. Walk-in Customer Form is used for those customers who walk into a DRMO to screen or pickup and notice another item available for their reuse.

i. DRMO Walk-in Customer Process.

1. **Screener** contacts the FEPP Manager
 - a. Provide DTID and Quantity requested if the items has been posted in DAISY and the Fire Fighter Program Web Site
2. **FEPP Manager** enter pertinent data and contacts the Region PMO
3. The **Region PMO** will:
 - a. Go to the DRMS Fire Fighter Program Web site
 - b. Enter DTID and other information about the item if required and submit
 - i. A requisition number will be created based upon the Supplementary DoDAAC provided
 - c. This will generate a PDF File for the DRMO on the RTD Reports page
4. **DRMO personnel** will pull up the File on the DRMS Intranet under Reports/Statistics/RTD and printout the DD Form 1348-1A

Step 6a. Continued - FEPP Manager clicks on Walk-in Form

Fire Fighters Walkin Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://funwww.drms.dla.mil/usdafs/feppmgr/SearchEngineWrapper?type=usdafsWalkinSearchForm> Go Links

DRMS Fire Fighters Application

Fire Fighters Walkin Form

Search for information for a selected DTID.

DTID:	W81PAM60260001A
Quantity Requested:	1
Screener Supplemental Address: eg: YF0123	YF

[Next >](#) [Clear Form](#)

[Back to Start Page](#)

FEPP enters the DTID and Quantity provided by the State Screener. A valid Supplementary Activity Address Code must be entered.
Select "Next"

start | Inbox - Microsoft Out... | Fire Fighters Walkin F... | Internet | 8:54 AM

THIS SCREEN WILL APPEAR IF THE DTID IS ON RECORD AND CAN BE REQUISITIONED.

Fire Fighters Walkin Form

Search for information for a selected DTID.

YF is not a valid Supp. Address. Please press the back button and re-enter.

DTID:	W81PAM60260001A
Quantity Requested:	1
Screener Supplemental Address:	YF
Product Name:	TRUCK, CARGO
NIIN or LSN:	011232671
Product Unit Price:	31249
Product Unit of Issue:	EA
Product Condition Code:	H7
Product Demil Code:	A
DRMO RIC:	SY3A

Next > Clear Form

[Back to Start Page](#)

Note: A valid YF address must be entered.
Select "Next" button

THE PMO and DRMO PROCESSING FOR WALK-INS WILL BE COVERED IN SECTION III STEP3 (PMO) AND SECTION IV #2 (DRMO)

Step 7 FEPP Manager Final.

DRMS Fire Fighters Application

Welcome FEPP Manager. Please select one of the following links:

Welcome to FireFighters 1.0

Hello FEPP Manager!

1 request is awaiting your approval.

[USDAFS Approval Form](#)

[Item History Form](#)

[Walkin Form](#)

[Screener Lookup Form](#)

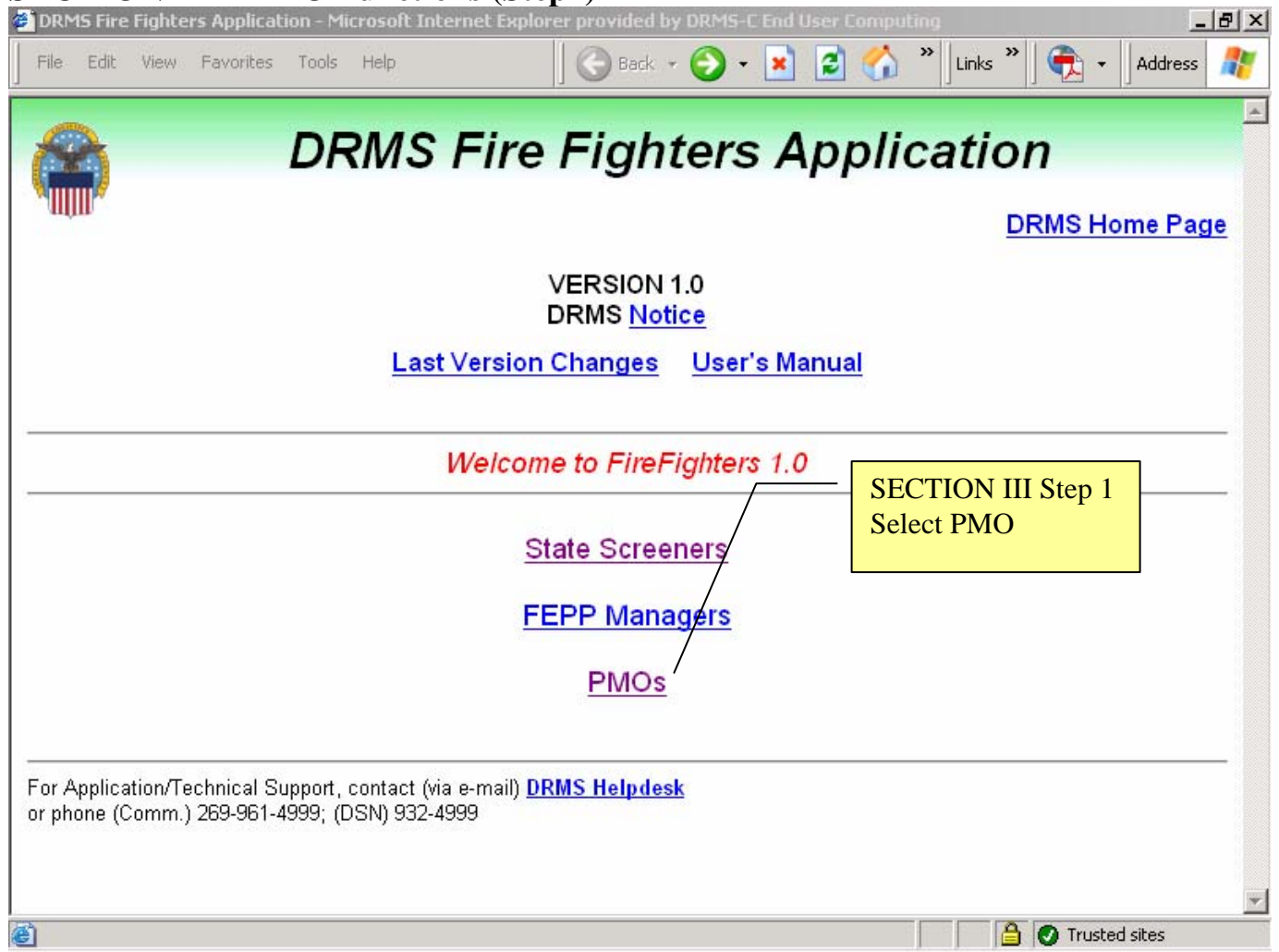
[DRMS Password Change Function](#)

[Help](#)

24 Hour Status:
No action in the last 24 hours.

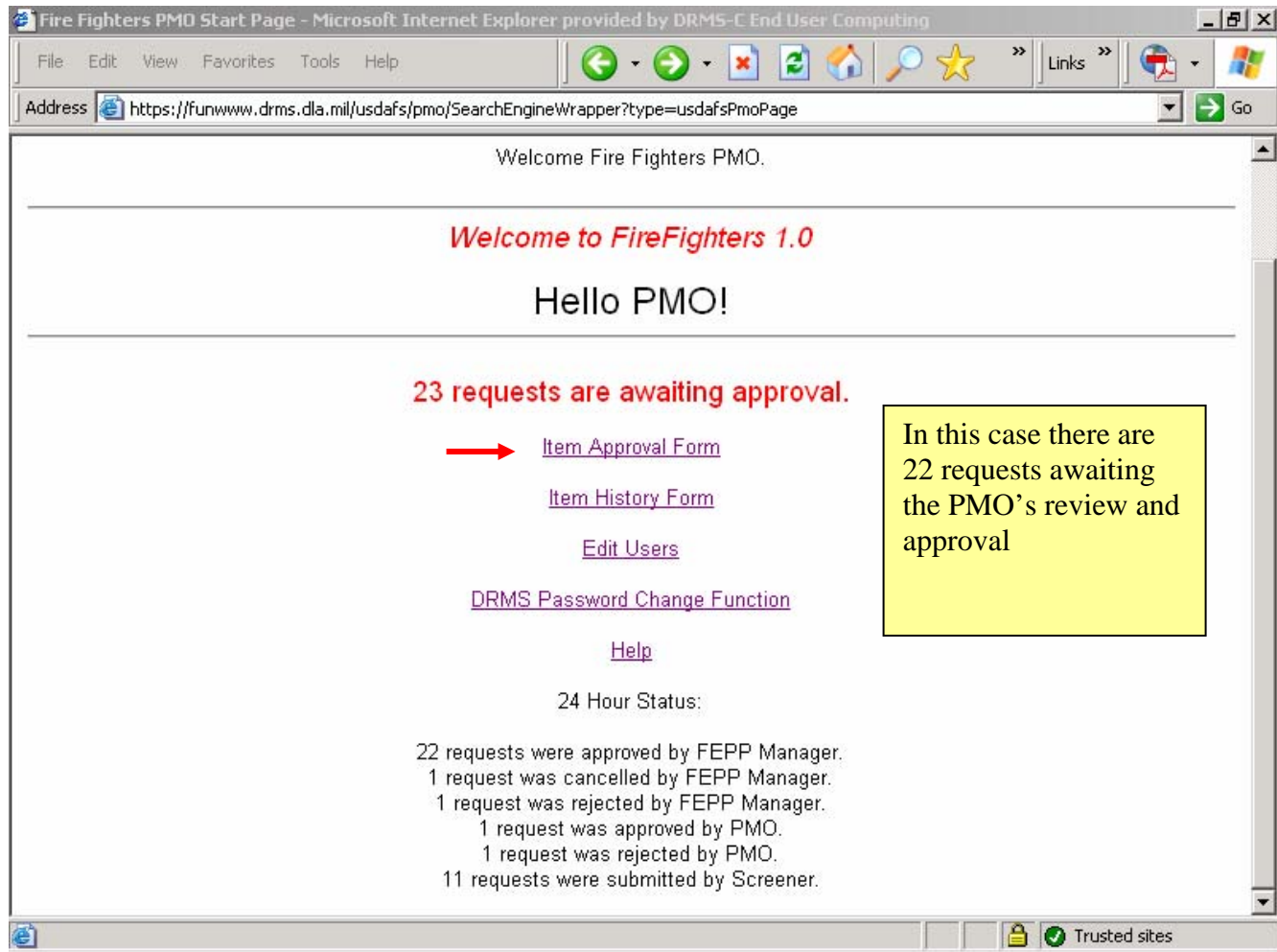
FEPP Managers: have option to lookup screeners and are responsible for updating Passwords for their State Screeners.

SECTION III – PMO Functions (Step1)



The FEPP Manager will be required to Login (USER ID/Password)

Step 2 – the PMO has the final say in “who gets what”. The PMO must approve or disapprove items; has the ability to review historical data; may edit users; and may also change/reset Passwords.



Note: the PMO must review and approve request daily (M-F excluding Federal Holidays) or risk losing the items to other DoD customers and to prevent items from rolling to GSA Cycle or to DRMS Sales.

Step 3. PMO ITEM Approval Form (list of FEPP approvals awaiting PMO approval)

Note: Because the Screen Prints were from the Test Application, all requests show up as walk-ins.

Fire Fighters FEPP Manager Approval - Microsoft Internet Explorer provided by DRMS-C End User Computing

Address: https://funwww.drms.dla.mil/usdafs/pmo/usdafsApproval

DRMS Fire Fighters Application

Fire Fighters Item Approval

Approver Assignment	Quantity (Available)	Approve	DTID Product Name NSN	Current Cycle	Days Left	Request Date	Last Action	Agency	RIC	DRMO Name	Condition Code
TUSER Deassign	1		FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request assigned for PMO approval.	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4
TUSER Deassign	1		FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request assigned for PMO approval.	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4
TUSER Deassign	1		FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request assigned for PMO approval.	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4
TUSER Deassign	1		FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request assigned for PMO approval.	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4
TUSER Deassign	1		FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request assigned for PMO approval.	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE	A4

Step 3
PMO may deassign an item based upon need by clicking on Deassign

Trusted sites

BY SELECTING DEASSIGN, THE PMO MAY REASSIGN THE LINE

Fire Fighters FEPP Manager Approval - Microsoft Internet Explorer provided by DRMS-C End User Computing

Address: <https://funwww.drms.dla.mil/usdafs/pmo/usdafsApproval>

DRMS Fire Fighters Application

Fire Fighters Item Approval

Approver Assignment	Quantity (Available)	Approve	DTID Product Name NSN	Current Cycle	Days Left	Request Date	Last Action	Agency	RIC	DRMO Name
S9D4021 Work This Request <input checked="" type="checkbox"/>	1		FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request deassigned for PMO approval..	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE
SFLETCHER Work This Request <input checked="" type="checkbox"/>	1		FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request deassigned for PMO approval..	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE
Assign Work This Request <input type="checkbox"/>	1		FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request deassigned for PMO approval..	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE
Assign Work This Request <input type="checkbox"/>	1		FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request deassigned for PMO approval..	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE
Assign Work This Request <input type="checkbox"/>	1		FU622260050000 CPU 702100DESKTOP Walk-in Request	DOD	13	03/15/2006 13:55:50	Request deassigned for PMO approval..	DRMS-BBR, BattleCreek, MI	SVXS	SELFRIDGE

Step 3a continued
PMO must check a particular box if he/she wants to work a single line at once

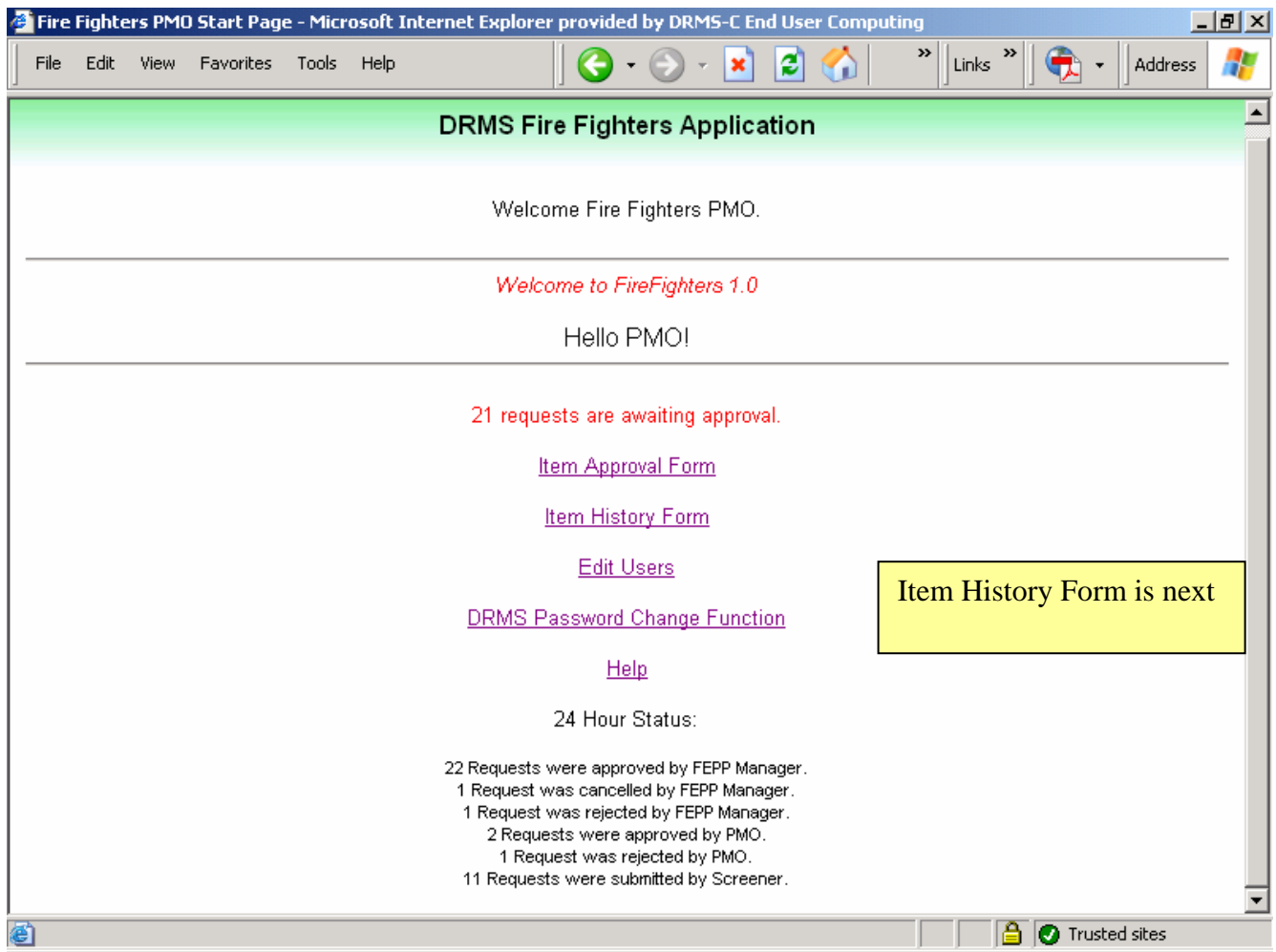
Hit "Submit" at bottom of page

Step 3a Continued – After hitting the Submit button a message will appear as such:

1 item was updated.
1 approval 0 rejections 0 assignments
Testing using Screener Id = 0

The PMO Main Menu:

The PMO can see the immediate deduction of 22 to 21 requests awaiting approval.



STEP 4. ITEM HISTORY FORM

The screenshot shows a web browser window titled "Fire Fighters History Search Form - Microsoft Internet Explorer provided by DRMS-C End User Computing". The browser's address bar is empty, and the status bar at the bottom shows "Done" and "Trusted sites".

The application page has a green header bar with the text "DRMS Fire Fighters Application". Below this, the title "Fire Fighters History Search Form" is centered. The instructions state: "Specify any of the following to get a History Report on requested items."

The form contains the following fields and controls:

- Starting date: in MM/DD/YY format or mnemonic
- Ending date: in MM/DD/YY format or mnemonic
- DTID:
- NSN:
- Requisition Number:
- Sequence Number:
- Approver Id:
- Screener Id:
- State: (dropdown menu)
- Last Item Action: (dropdown menu)
- Buttons: "Get Item Histories" and "Reset Form"

A yellow callout box on the right side of the form contains the text: "Although the Item History Form looks exactly like the FEPP Managers Form, the PMO has additional options under 'Last Item Action' drop down button."

- The Application provides feedback on requisitions
 - i. Approval and rejects
 - ii. Day after requisition is submitted
- Reports are by Region and National

THE PMO MAY QUERY HISTORY BY DATE, DTID, NSN, AND/OR BY STATE.

Fire Fighters History Search Form - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

DRMS Fire Fighters Application

Fire Fighters History Search Form

Specify any of the following to get a History Report on requested items.

Starting date: 03/01/06 in MM/DD/YY format or mnemonic

Ending date: 03/17/06 in MM/DD/YY format or mnemonic

DTID: Any State

NSN: Alabama

Requisition Number: Alaska

Sequence Number: Arizona

Approver Id: Arkansas

Screener Id: California

State: Colorado

Last Item Action: Connecticut

Get Item Histories Reset Form

Done Trusted sites

THE PMO MAY SEE FEPP ACTIONS, AS WELL AS, PMO RELATED TOPICS.

Fire Fighters History Search Form - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

DRMS Fire Fighters Application

Fire Fighters History Search Form

Specify any of the following to get a History Report on requested items.

Starting date: 03/01/06 in MM/DD/YY format or mnemonic

Ending date: 03/17/06 in MM/DD/YY format or mnemonic

DTID: Any Action

NSN: Request assigned for PMO approval.

Requisition Number: Request deassigned for PMO approval..

Sequence Number: Request approved by FEPP Manager.

Approver Id: Request rejected by FEPP Manager.

Screener Id: Request cancelled by FEPP Manager.

State: Request modified by FEPP Manager.

Last Item Action: Request rejected by Milstrip.

Get Item Histories Reset Form

Done Trusted sites

STEP 4a Continued. EXAMPLES – Walk-in request approved by PMO.

Fire Fighters History - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Results for Starting date = 03/01/06 and Ending date = 03/17/06 and Last Item Action = "Walk-in request approved by PMO."

1 item found.

Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
222	MI	0	CPU	FU622260050000	1	03/15/2006 13:55:50	SELFBRIDGE	Walk-in request submitted by FEPP Manager.	YF0000	Walkin request inserted for DTID:FU622260050000
					1	03/15/2006 13:55:50		Walk-in request submitted by FEPP Manager.	YF0000	Walkin request inserted for DTID:FU622260050000
					1	03/15/2006 14:03:40		Request assigned for PMO approval.		Assigned to TUSER by TUSER
					1	03/17/2006 11:38:49		Request deassigned for PMO approval..		Deassigned by S9D4021
					1	03/17/2006 11:41:03		Request assigned for PMO approval.		Assigned to S9D4021 by S9D4021
					1	03/17/2006 11:43:03		Request deassigned for PMO approval..		Deassigned by S9D4021
					1	03/17/2006 11:44:42		Request assigned for		Assigned to S9D4021 by S9D4021

Done Trusted sites

EXAMPLE: Request Deleted by Screener

Fire Fighters History - Microsoft Internet Explorer provided by DRMS-C End User Computing

File Edit View Favorites Tools Help

Results for Last Item Action = "Request deleted by Screener."

1 item found.

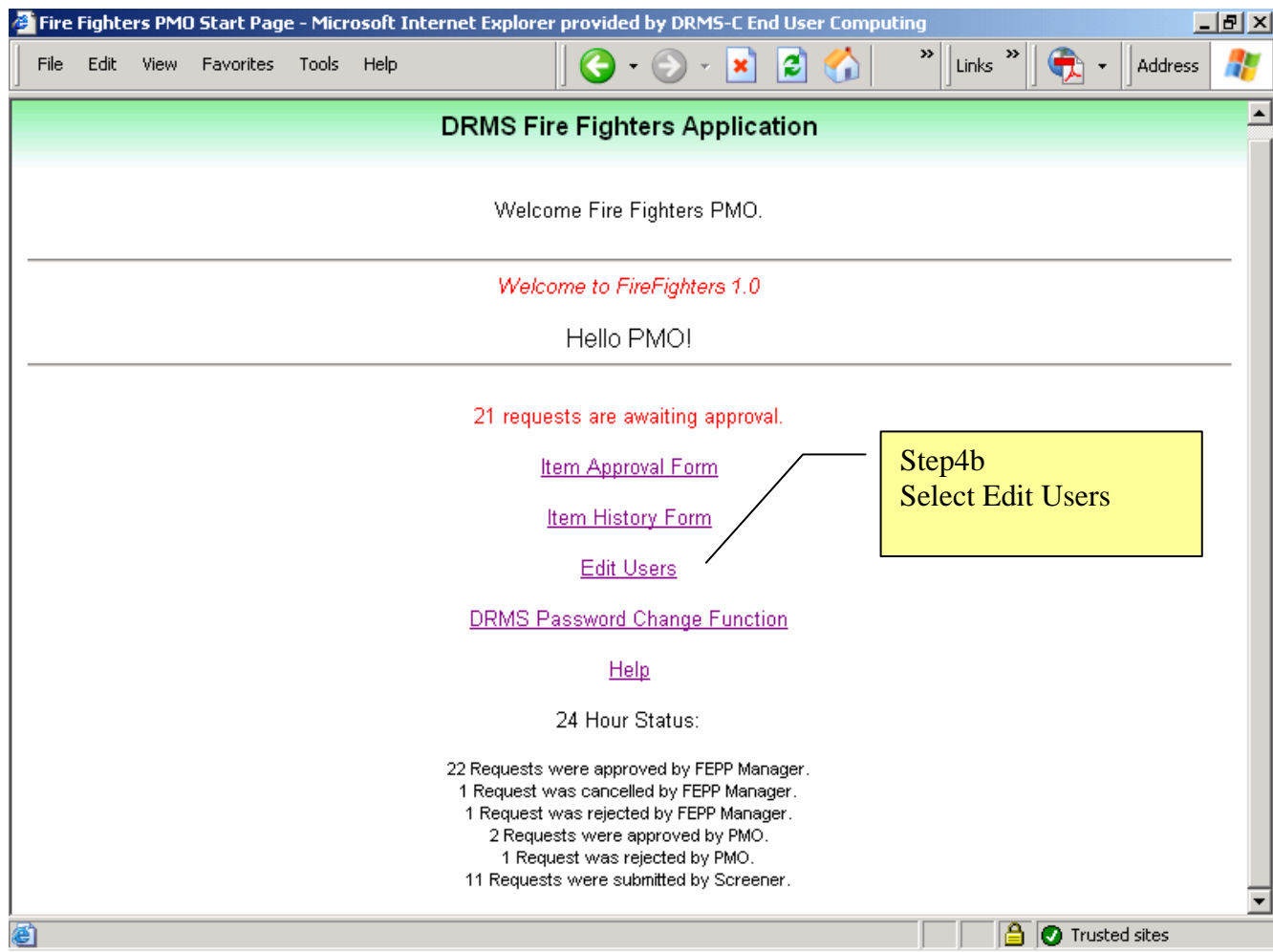
Sequence	State	Screener Id	Product Name	DTID	Quantity	Trans Date	DRMO Name	Action	User Id	Comments
141	MI	130	BATTERY,STORAGE	N001646059PH11	1	03/14/2006 12:43:31	CRANE	Request submitted by Screener.	YF0130	need battery storage for equipment
					0	03/15/2006 13:27:41		Request deleted by Screener.		removing request. the other battery storage unit we asked for will be sufficient.

[Back to History Page](#) [Back to Start Page](#)

Done Trusted sites

STEP 4b – EDIT USERS (PMO FUNCTION)

The PMO has the ability to view and edit User Information.



STEP 4b Continued

This screen allows the PMO to view all Firefighter Program Application Screeners and FEPP Managers within their Region.

The PMO may Edit or Delete Users Information.

Fire Fighters PMD User Edit - Microsoft Internet Explorer provided by DRMS-C End User Co

File Edit View Favorites Tools Help

Address

DRMS USDAFS User Edit

[Back to PMO Start Page](#) [Help](#)

Name ▲ ▼	Organization ▲ ▼	State ▲ ▼	Login ID ▲ ▼	Type ▲ ▼	Supp Addr ▲ ▼	Status ▲ ▼	
Add New User							
Ken Abernathy	KS Forest Service	KS	KABERNATHY	FEPP Manager		Active	Edit Delete
Blair Anderson	WI Dept of Natural Resources, Div of Forestry	WI	BANDERSON	FEPP Manager		Active	Edit Delete
Jay Aron	RI Div of Forest Environment	RI	JARON	FEPP Manager		Active	Edit Delete
Bob Bannon	Washington Department of Natural Resources	WA	BBANNON	FEPP Manager		Active	Edit Delete
Ken Barnes	PA FORESTRY	PA	KBARNES	Screeners	YF0000	Active	Edit Delete
Jerry Barone	PA FORESTRY	PA	JBARONE			Active	Edit Delete
Steve Bergfeld	HI DIVISION OF FORESTRY & WILDLIFE	HI	SBERGFE			Active	Edit Delete
Dwight Blevins	KY Division of Forestry	KY	DBLEVINS	FEPP Manager		Active	Edit Delete
Dwight Blevins	KY DIVISION OF FORESTRY	KY	DBLEVINS	Screeners	YF0046	Active	Edit Delete
Darlene Bolser	OK Forestry Services	OK	DBOLSER	FEPP Manager		Active	Edit Delete

Trusted sites

STEP 4b Continued

The PMO can update: Title, Organization, Address, telephone numbers, email address, and more.

The screenshot shows a web browser window titled "Fire Fighters PMO User Edit - Microsoft Internet Explorer provided by DRMS-C End User Computing". The browser's address bar is empty, and the status bar at the bottom shows "Done" and "Trusted sites". The main content area displays a form titled "User Information" with the following fields:

User Information	
First Name:	Ken
Last Name:	Abernathy
Title:	FEPP Mgr.
Organization:	KS Forest Service
Address Line 1:	2610 Claflin RD
Address Line 2:	
City:	Manhattan
State:	KS
Zip Code:	66455
Phone Number:	(785) 532-3319
Extension:	
Fax Number:	(999) 999-9998
E-mail Address:	kabernat@oznet.ksu.edu
Type:	FEPP Manager
Status:	Active
Login ID:	KABERNATHY

At the bottom of the form, there are two buttons: "Submit Changes" and "Reset Form".

STEP 5 FOR PMO

BOTH THE PMO AND FEPP MANAGER MAY SUBMIT PASSWORD CHANGE WHICH IS THE LAST OPTION ON THE PMO AND FEPP MAIN MENUS.

SECTION IV - OTHER INFORMATION:

1. MILSTRIPs

Priority Code = 15 (Set as Default)

DEMIL REQUIRED ISSUES to FIREFIGHTER PROGRAM CUSTOMERS

- For DEMIL C, D, and F required property, a statement will automatically appear on the DD Form 1348-1A **“THIS ITEM IS DEMIL REQUIRED AND WILL BE RETURNED TO THE NEAREST DRMO WHEN NO LONGER REQUIRED BY THE DOD FIRE FIGHTER PROGRAM.”**
- The Firefighter Program customers are not charged financially by DRMS/DRMO for the receipt of returned DEMIL required items; however, they are responsible for transportation costs associated with the returns.

2. DRMO PERSONNEL PROCESSING FIRE FIGHTER PROGRAM MILSTRIPS:

1. **ELECTRONIC** – will be similar to LESO MILSTRIPs and will appear on the DAISY Reports
2. **WALK-INS** – the Firefighter Program customer may use the DRMO RTD Customer computer to put in his/her request during a visit to the DRMO. Note: Walk-in customers will have Letter of Authorization from Regional Office.
 - a. The Customer will submit the request as outlined on Page 20 of this guide.
 - b. Once the PMO approves the request, the MILSTRIP will appear on the DRMS Intranet; Reports/Statistics; and RTD
 - c. DRMO employees are to Printout the DD Form 1348-1A; verify information; make necessary copies; and issue the property to the customer

The Firefighter Program Walk-in requests will be in a PDF file and placed under R/T/D.

